



Action Document Summary

1. CONCURRENCES							
DIRECTORATE/OFFICE	SIGNATURE	DATE		DIRECTORATE/OFFICE	SIGNATURE	DATE	
		IN	OUT			IN	OUT

2. ACTION OFFICER		2a. DIRECTORATE/OFFICE		2b. PHONE	2c. DATE	
3. TYPIST		TYPIST'S PHONE	4. QUALITY CONTROL LIAISON	4a. PHONE	4b. DATE	
5. ADMINISTRATOR'S HATS CONTROL NO.		6. DUE DATE	7. SUBJECT			
8. EXECUTIVE SUMMARY				10. QUALITY REVIEW		
9. SPECIAL INSTRUCTIONS <i>(Use this section to provide information or special guidelines that are not indicative for processing routine "A" packages.)</i>				ENCLOSED		
				INITIALS		DATE

INSTRUCTIONS

This form must be used and completed as stated in NPR 1450.10, "NASA Correspondence Management and Communications Standards and Style."

These numbered guidelines correspond to the numbered blocks on the reverse of this form.

1. Enter the directorate/office of the program and/or functional office of concurring officials. This first entry must be a signature (AA or designee) for the Action Office. Concurring officials must sign their full name and enter the dates that the package arrived and left their office.
2. Enter the Action Officer's name, directorate/office, telephone number, and the date the Action Officer signed the ADS. (The Action Officer is the person responsible for preparing the content of the document.)
3. Enter the typist's name and telephone number.
4. Enter the Quality Control Liaison's name, telephone number, and the date that the Quality Control Liaison reviewed the package. (The Quality Control Liaison has been designated as the point of contact between the Action Office and the Executive Secretariat to ensure quality communications.)
5. If applicable, enter the Administrator's HATS control number.
6. If applicable, enter the date that the response is due.
7. Enter the subject of the document.
8. State the purpose/significance of the correspondence. The Executive Summary must explain what the Action Office is proposing and why it must be signed by the Administrator or one of the Principals in the Office of the Administrator. Include pertinent information such as associated costs, program resources, deadlines, strategic impact, or issues associated with the President's Management Agenda.
9. Provide any special guidelines that are not routine in processing the "A" package such as deadlines and special requests.
10. Reserved for Correspondence Analysts, Executive Secretariat.



National
Aeronautics and
Space
Administration

Executive Summary

HATS CONTROL NO.

DUE DATE

SUBJECT TITLE: _____